

OTR-1773

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9 September 1968

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MEMORANDUM FOR: DD/S Records Administration Officer

SUBJECT : Purge of Retired Office Records

REFERENCE : Memo fr DD/S dtd 19 Aug 68, same subject

1. This memorandum is a status report on progress made to reduce the volume of OTR records stored at the Agency Records Center. After ascertaining that OTR material occupies only 606 cubic feet of space at the Records Center, we examined OTR records which identify the stored records by job number. Certain records holdings, consisting of multiple copies of training course documents which have been stored at the Records Center for a convenience, are the first to be earmarked for destruction. We have already authorized destruction of 128 cubic feet of material and have identified an additional 29 cubic feet of material for transfer to the Historical Collection. A few items have been recalled from the Records Center for further examination. In summary, we have already reduced OTR holdings by about 26%.

2. In the immediate future we plan to conduct a physical review of the Records Center and of at least some of the material prior to affirming its retention or authorizing destruction. We shall also review each of our Records Control Schedules with a particular emphasis on those items which are now coded for indefinite retention. We feel confident that these reviews will result in a further substantial reduction of our holdings at the Records Center.

3. Since OTR's Records Management Officer, [REDACTED] is currently on detail to SIPS, all communications concerning OTR records management should be directed to [REDACTED], P&M, OTR.

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John Richardson
Director of Training

cc: Office of the DD/S

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